

Minutes of a Meeting of the Board of Directors
 to be held at St Keverne
 on Monday 9th May, 2016 at 6.30 p.m.

Minutes

Item	To be actioned by
1. Present JD TH (Headteacher) JH PM (The Chair) MM WP PS CS SBM	
2. Apologies With all Directors present there were no apologies. The Chair informed the Board of a letter of resignation as a Director from PR with immediate effect. She confirmed that a letter accepting the resignation with regret had been sent. The SBM will inform the Members and Company House as Company Secretary.	SBM
3. Declaration of Interests No new declarations were declared.	
4. Presentation by Mr Stuart Renshaw from The Saints Way MAT Mr Renshaw gave a presentation around The Saints Way MAT organisation and an exercise where by the Directors mapped out the leadership team for a MAT of 6 schools. The Chair invited the Directors to put any questions they had to Mr Renshaw. Q – CS - What has driven St Michaels C of E School in their decision to become part of Saints Way MAT? A – SR replied that St Michaels C of E School had already converted as a MAT hoping that other schools would join them but this has never happened. Simple savings have already been made i.e. staff insurance for St Michaels has gone down from £21,000 to £7,000 but in the long term they are buying into the senior leadership team, releasing the HT to concentrate on the education of the pupils. St Mary’s CE Primary School in Penzance is now also considering joining The Saints Way and we await their decision. The Chair thanked SR for his time and felt that he had given the Directors a lot to reflect on.	
5. Correspondence Letter received from St Keverne Playgroup Committee. To be dealt with under AOB.	
6. Minutes of the meetings held on 14 th March & 19 th April, 2016 Both sets of minutes were approved as a true and accurate record of the meeting and signed by the Chair accordingly, with the minor amendment of Directors present on the minutes for the 14.03.16.	
7. Matters arising From the minutes of the 14 th March, 2016:- 1. A hard copy of the Bishops letter had been received by the Clerk and filed. 2. The SBM has accepted JH quote and the survey of the St Keverne Old Building has been completed. 3. No response has been received with regard to the union letter. 4. As of yet the significant change has not been requested from the DfE. Deferred to the next meeting. 5. The electronic version of SC’s report has not been received by the Clerk to date. Deferred to the next meeting. 6. Proposed cut in funding for UFSM – deferred to the next meeting. 7. The current catering provision is under review with the task group set up to look at the HT’s doc. 8. Director’s emails – deferred to the next meeting. From the minutes of the 19 th April, 2016:- Item 5 – Discussion and response to HT’s Document. The task group that had been set up to look at the HT’s document has met and their findings will be presented	

<p>at the next meeting of the finance committee and subsequently to the Board.</p>	
<p>8. Skills Audit Report The report from Bex Couch, Governance Development Officer with the Diocese was presented to the Board.</p> <p>A discussion then ensued around the pros and cons of new Directors joining the Board. Concerns were mainly with timing, is now the right time to bring in new Directors? The depleted number of Directors and how that impacts at committee level. Existing Directors length of time served with some potentially coming to the end of office. Difficulty in finding new Directors with the skills needed.</p> <p>The Board decided to actively seek new Directors and that enquiries would be made via Sir Ferrers Vivian and the Diocese.</p>	<p>Chair</p>
<p>9. Training The Chair reported to the Board that 4 Directors would be attending Safer Recruitment training the following day. Those Directors are, TH, WP, MM and PM.</p>	
<p>10. Finance The SBM reported to the Board:- A saving of £14,000 has been made on insurances for the coming year. IT support is being looked at with a possible saving of £4,000 over the next two years. A new broadband provider is being looked into. A saving of £20,000 is forecast for this year with the changes in teaching staff making savings £25,000 offset by the changes in support staff which has cost us an extra £5,000. A new telephone system for the whole MAT is being looked into which will potentially make savings on external call costs. The first visit of the RO has taken place and a report received already which has been forwarded to the Chair of the Finance Committee and the HT. A request has been made with the auditors for this year's audit to take place earlier than previously and they have replied favourably. The SBM has requested that the Coverack secretary look into a new KES website bringing it up to speed with the individual school websites. A report of each of the school sites has been compiled and will be presented at the next Premises meeting. The 4 bids submitted to the commission improvement fund from the Kes MAT have all been declined; however JH will be appealing on all 4 decisions. The result of the appeals will not be known until July and JH has requested that the Board approve the quotes he has used to price the bids allowing him to get any works approved completed during the summer break. Q - How much are the bids for? A – The SBM did not have the figures to hand. The Directors decided that there was time to seek further quotes in the meantime. The SBM would instruct JH to look into this. The survey report commissioned through JH has been completed and will be presented to the Premises Committee at their meeting due to take place next week. The SBM reported that she had had a quick look through and felt there was nothing major to report. Q – Have we set a date to look at next year's budget? A – Not as yet. The budget does not have to be submitted until the end of July.</p>	
<p>11. Policies to be adopted:-</p> <p>Kes MAT Capital Reserves Policy Kes MAT Dignity at Work Policy Kes MAT Drugs Education Policy Kes MAT Grievance Policy & Procedure Kes MAT Homework Policy Kes MAT Marking Policy – deferred (being looked at by the LT's) Kes MAT Music Policy Kes MAT Performance Management & Capability Policy Kes MAT PHSE Policy Kes MAT Staff Code of Conduct Policy Kes MAT Whistleblowing Policy – deferred (being looked at by MM)</p> <p>All adopted by the Board apart from the Marking Policy and the Whistleblowing Policy</p> <p>Kes MAT Pre-School Policies – adopted on block. Review schedule to be organised by the HT along with the curriculum schedule and non-curriculum schedule.</p>	<p>HT/LT's</p> <p>MM</p>

<p>12. Update on progress with Partners in Learning The Chair reported that all is going well with the Partners in Learning.</p> <p>Q - Do the minutes need to be published on the website? A - Yes but after we've informed everyone necessary of the restructure.</p> <p>The Chair will look into the detail and inform everyone as necessary.</p>	Chair
<p>13. Update on MAT Strategy The Chair reported to the Board that a meeting has taken place with the CEO of the Truro & Penwith MAT attended by the chair and vice chair.</p> <p>MM reported on the meeting and the differences between the two MAT's in question.</p> <p>The Chair reported to the Board a meeting is due to take place next Wednesday, 18th May with the proposed Helston MAT. All Directors are invited to attend if possible.</p> <p>No further contact had been made from the interested local school, to date.</p> <p>A discussion took place around the different options available.</p> <p>It was agreed that another meeting would be convened shortly after the meeting with the Helston group for a decision to be made, either</p> <ul style="list-style-type: none"> a) actively seek other schools to join our MAT and expand or b) join an existing MAT <p>The meeting was set for Thursday 19th May, 6pm at St Keverne.</p>	
<p>14. Any other business</p> <p>The Chair informed the Board that a letter had been received from St Keverne Pre-School asking for a formal tenancy agreement stating their entitlement as tenants with regard to maintenance etc. A reply had been sent informing them that the matter would be dealt with at the next Board meeting in May, but it was now suggested that the matter would be dealt with in more detail at the Premises meeting scheduled to take place next week. The Board agreed.</p>	
<p>15. Date of next meeting Thursday 19th May, 2016 6pm at St Keverne & Wednesday 15th June, 2016 6pm at St Keverne</p>	
<p>16. Confidential items Reported separately</p>	

Action Points

Agenda item	Action	By whom
2	Inform the Members and Company House of resignation of Director.	SBM
8	Look into new Directors with Sir Ferrers Vivian and the Diocese	Chair
11	Marking Policy	HT/LT's
11	Whistleblowing Policy	MM
12	Inform everyone necessary of change of governance	Chair

Signed by the Chair, Mrs Pam Miller

Date _____